

Bylaws of School Union Hill Based Leadership Team

Article I – Name

The name of the **Union Hill Elementary's** Site Based Leadership team shall be Leadership Team.

Article II – Purpose

The purpose of Leadership Team is to design and implement the school improvement plan to facilitate the involvement of the school community, encourage parent involvement, coordinate activities, and provide direction for school safety, professional development and use of available resources. Leadership Team will deal with issues related to instruction, student performance, school climate and improvement. Any decisions made are binding on **Union Hill Elementary** provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the leadership team. In these cases, the principal may provide an explanation to the team which will be noted in the minutes.

Mission Statement: Ensure that every student has the opportunity for a high quality education through mastery of academics skills integrated with both the visual and performing arts and begins to develop the skills essential for a successful life as a productive citizen while gaining respect and understanding for self and others.

Article III – Membership

Section 1: Membership of Leadership Team shall consist of:
Representative for each grade level K-5 / 6-8 / Departments
Representative for classified staff (TAs, custodians, cafeteria staff, and clerical staff).
Representative for Support Staff (EC, ESOL, AL, Media Specialist).
Representative for Specialists (Art, Music PE, Drama)
Curriculum Facilitator
Principal
Representative of the assistant principals
Three Parents

Section 2: Election and terms of service for members
All staff members will be elected and serve two years.

1. Election of parent representatives

Parent representatives shall be elected by the parents of children enrolled at **Union Hill** via a secret ballot election conducted by the parent and teacher organization of the school, or if none exists, by the largest organization of parents formed for this purpose. Parent representatives shall reflect the racial and socioeconomic composition of **Union Hill** and shall not be members of the building staff. Parents serve two year terms. The election process should be completed annually no later than June 1st for the upcoming school year.

2. Election of **Union Hill** staff representatives

Representatives for teachers, support staff, specialist staff, classified staff, shall be elected by their respective groups via secret ballot. The election process should be completed annually no later than June 1st for the upcoming school year.

Section 3: Voting Rights

Leadership Team will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support Leadership Team decisions. The representatives vote as directed by the majority of members of their constituency.

Article IV – Roles

In order for Leadership Team to operate efficiently and productively, the following roles have been established. It shall be the decision of the members at the first meeting of the year to assign the roles to representatives for the entire year.

Chairperson
Secretary

Description of roles:

Chairperson

- ⊙ Prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- ⊙ Start and end meetings promptly.
- ⊙ Welcome member and introduce any guests.
- ⊙ Ensure that minutes are being kept.
- ⊙ Open discussion on current agenda items.
- ⊙ Encourage decision on current agenda items.
- ⊙ Review the time, date, and location of the next meeting and any items that will require action prior to the next meeting.

Secretary

State law requires that full and accurate minutes be kept of all official meetings of Leadership Team. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that discussed. The secretary shall be responsible for an accurate set of minutes that shall include:

- ⊙ The date, time and place of the meeting per the meeting notice, and the time the meeting was called to order.
- ⊙ A list of all committees, subgroups and individuals that gave reports and any recommended action.
- ⊙ A list of all individuals and groups who addressed the Leadership Team.
- ⊙ The secretary shall word the minutes in a professional manner and be concise, specific and:

- Ask for clarification if unsure of information before recording it.
- Distribute minutes electronically or hard copy before the next meeting.

Representatives

- ⊙ Serve a two-year term on Leadership Team.
- ⊙ Attend meetings and arrive on time.
- ⊙ If assigned a role, abide by the responsibilities and time-lines assigned to that role.
- ⊙ Submit constituency concerns to be placed on meeting agenda to Chairperson on week prior to meeting date.
- ⊙ Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- ⊙ Vote as majority of constituency requests.
- ⊙ Meet with or e-mail constituency of all decisions made and actions taken by Leadership Team within one week following the meeting.

Article V – Meetings

Section 1. Meeting Day and time

Leadership Team shall meet on the second Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. During those months, Leadership Team will meet on the third Tuesday of the month.

Meetings will take place in the **Union Hill** Media Center at 2:45 PM.

Section 2. NC Open meeting Law

Leadership Team meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and Leadership Team shall abide by the law:

- ⊙ Leadership Team shall file a notice of the day, time and place of all regular meetings.
- ⊙ If a regular meeting time is changed, Leadership Team shall file a notice of new meeting at least seven days prior to the new meeting.
- ⊙ Leadership Team shall abide by the following requirements for Special meetings – specially called meetings that are held on different days and at different times during the year than regular meetings require one of the following two methods of notification: post a notice or mail/deliver a notice to every person of Leadership Team and those requesting the special meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If notices are mailed to interested persons, the intent is to provide at least 48 hours notice.

Section 3. Quorum

Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of Leadership Team less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

Section 4. Majority

A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.

Article VI – Committees

Section 1. Committees

Members of Leadership Team shall have the authority to establish committees as needed to meet the purpose of Leadership Team as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to Leadership Team as requested.

Article VIII – Amendment of Bylaws

Leadership Team Bylaws may be amended with two thirds of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of **Union Hill** Faculty and Staff to amend any bylaw.